

FACT SHEET
PREQUALIFICATION OF CONSULTANTS

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| Year Established----- | 1974 pursuant to provisions of Article VI, Section 4(c) of the <u>Charter of the City of Baltimore</u> and the <u>Resolution Relating to Architectural and Engineering Services</u> |
| Who Must Be Prequalified----- | All architectural, engineering, landscape architects and surveyors intending to perform professional services for the City of Baltimore for contracts exceeding \$25,000 |
| Difference Between Prequalification and Certification----- | LINK – www.baltimorecity.gov/government/law/mwboo.html |
| When must you be prequalified----- | All prime consulting firms and their (A&E) subconsultant firms must be prequalified at the time that submittals are due for a specific project |
| Where to apply----- | Submit current Federal Forms 254 to: Office of Boards and Commissions Room 601 Charles L. Benton, Jr. Bldg. 417 East Fayette Street Baltimore, Maryland 21202 Telephone # (410) 396-6883 FAX # (410) 625-4667 E-mail – robert.macleod@baltimorecity.gov |
| Is there a fee----- | No Cost |
| Contact Person----- | Robert B. MacLeod, Chief |
| How long does process take----- | About three weeks from the date of receipt of current Federal Form 254 to approval by the Board of Estimates |
| Length of approval per prequalification period----- | One year from date of approval |
| Frequency that renewal of prequalification is required----- | Requalification is required on an annual basis |